



Job Opportunity

State Controller's Office

Position: Information Systems Technician - 3 Positions **Statewide**

Location: Information Systems Division
300 Capitol Mall, Suite 700, Sacramento, CA 95814

Issue Date: May 4, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Eva Adame, 916-323-6695

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-1360-XXX
051-340-1360-XXX
051-340-1360-026
Reference #07-117

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close supervision of a Data Processing Manager II, the Information Systems Technician (IST) must have knowledge of electronic information processing systems; perform mathematical computations; communicate effectively; work cooperatively with others and follow oral and written instructions. The IST must also be willing to work unusual shifts, which include evenings, nights and weekends.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Schedule and monitor batch processing, report progress, issues and recommendations to management.
- Perform full range of processing assignments on complex electronic mainframe data processing utilizing advanced technologies.
- Update and maintain backup files, and control information for major processes, databases and related system tables
- Write JCL and modify Panels/Clists/Dialogs as changes occur.
- Assist programmers and production analysts in program and production system testing.
- Prepare and maintain procedures for all production batch jobs and recovery processing.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Information Systems Division
300 Capitol Mall, Suite 700
Sacramento, CA 95814

Attn: Eva Adame - Reference #07-117 (Candidate must indicate the reference # on their résumé and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application, STD. 678.)